

SENIOR BUILDING INSPECTOR/ELECTRICAL

DEFINITION

Inspects plans of building and construction for compliance with building codes, laws and ordinances, particularly those involving electrical codes during phases of construction, reconstruction or alteration projects to assure conformance with approved plans and specifications and the requirements of applicable codes and regulations; trains and instructs other inspectors on electrical inspections and provides working lead assistance to other inspectors as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled journey-level class that requires independence of action, judgement and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

SUPERVISION RECEIVED

General supervision is received from the Supervising Building Inspector or other higher-level management personnel.

SUPERVISION EXERCISED

Functions as a technical lead working over assigned staff, which involves reviewing inspection reports and resolving technical problems in the field.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Performs skilled inspection work in enforcing compliance with the City's building, plumbing, electrical, mechanical and energy codes plus other related local and state ordinances.

Assists the general public, contractors, architects and engineers by interpreting and giving detailed explanation of requirements and application of building, plumbing, mechanical and electrical codes and related local and state ordinances.

Makes joint field inspections with Building Inspectors during construction of building to ensure compliance with applicable laws and ordinances and related local and state ordinances.

ESSENTIAL DUTIES (continued):

Helps train and provides working assistance in specialty to Building Inspectors in the performance of their duties, reviews output and quality of work performed, and provides an evaluation of same to management.

Keep records and reports of inspections and enters inspection results and corrections into the City's computerized tracking and reporting system.

Review applications for building permits, help applicants fill in required permit data and sees that all required documents and data are included.

Orders corrections and improvements as necessary and follows up on rejected work to see that corrections are made.

Reviews and approves plans and provides inspections of industrial and commercial buildings to insure compliance with electrical codes and ordinances.

May consult with designers or builders regarding load and service requirements in electrical plans.

Inspects major commercial and industrial construction for conformance with electrical codes.

Prepares correspondence regarding inspections and code requirements.

Checks instances of hazards in electrical equipment or wiring and recommends necessary corrections.

Reviews complex electrical inspection work.

Provides information to public on building regulations.

Meets and confers with Building Official and Supervising Building Inspector regarding various pertinent matters.

Devises forms, files and other procedures necessary for the efficient operation of the Building Inspection Division.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Building, plumbing, mechanical, electrical and housing codes with specialized knowledge of materials and standards to be applied in electrical construction.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Effectively train and provide working lead assistance to subordinate personnel.

Read and interpret building plans and specifications and to enforce their application.

Prepare clear and concise written reports.

Deal effectively and tactfully with fellow employees, the general public, architects and engineers.

Research and study the various building housing, plumbing, mechanical and electrical codes, laws and ordinances.

Perform moderate to heavy amounts of paperwork.

Perform the physical aspects of a field inspection.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of experience as a journey level electrician preferably including one (1) year in a supervisory capacity.

OR

Two (2) years of electrical inspection experience involving major commercial or industrial installations.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possess and maintain a valid Class C California Driver's License. Possess and maintain an International Code Council (ICC) Certification as a Commercial Electrical Inspector. ICC Certification as a Commercial Combination Inspector and/or Residential Combination Inspector is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment:

Work indoors and outdoors in a variety of climatic conditions; work with and around dust, fumes/smoke/gasses, chemicals, noise, vibrations, and electrical energy; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50

pounds; converse by telephone, by email, in person, and before small groups, and be clearly understood; read and comprehend building codes; and travel to various locations. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
658CS88

Created February 1988

Revised August 2015

AAP GROUP: 5

FPP STATUS: Non-Designated

FLSA STATUS: Non-Exempt